

United States Bankruptcy Court Eastern District of New York

Electronic Case Filing Attorney Best Practices-June 2004

Process

- Review and develop an understanding of EDNY ECF requirements. Read the court's General Order and review the Frequently Asked Questions section located on our webpage at www.nyeb.uscourts.gov/cm_ecf.htm. If you have any questions, direct them to our HelpDesk.
- Understand judge and courtroom requirements. Read all Chambers rules and Local Rules located at www.nyeb.uscourts.gov/rules.htm. If you have any questions, direct them to chambers personnel.
- Attend the Eastern District ECF training course and obtain an ECF and PACER password before your need to docket electronically occurs. The PACER password is available at <http://pacer.psc.uscourts.gov>. You may attend the training course more than once if you wish.
- Keep your ECF account information up to date. The court allows you to edit many areas of your account, including address and e-mail. If your current e-mail address is not on file, you will not receive court notification of documents filed in your cases. Add BKECF_LiveDB@nyeb.uscourts.gov to your e-mail address book to ensure that you receive court e-mails.
- Have a plan to manage incoming e-mails from the court and electronic documents received from other parties.
- Have a plan to manage the retention of electronic and original paper files in your office. Original signed documents must be maintained for two years after the entry of a final order terminating the case or proceeding to which the document relates.
- Have a backup ECF filer designated and trained in your office in case the key filing person is unavailable.

Filings

- Proofread all documents before submitting them to the court. If you are submitting a disk and paper copy for chambers, ensure that each document is the same.
- A hard copy (Chambers Copy) of all electronic filings must be provided to chambers within 24 hours.
- Orders and Stipulations to be So Ordered must to be submitted to the court on disk in a word processing format along with a paper copy for chambers. Do not submit these documents in PDF format. Paper orders will not be accepted unless accompanied by the order on disk.
- If you are filing a document and are not sure of the process, obtain a training database password to practice and/or contact our HelpDesk for assistance.
- If you are new to using the system, file during normal business hours. The system is available 24 hours a day; however, if you need assistance, the HelpDesk is open from 9:00 a.m. 4:00 p.m.
- If you must scan a document to create a file, attempt to scan it at the lowest resolution possible. The court recommends a setting of between 200-300 dpi. The higher the dpi, the larger the file. There is a file size limit of 2 megabytes on any one document.